



**CITY OF HOUSTON**  
Public Works & Engineering Department  
Planning & Development Services Division  
Code Enforcement

## **PLAN EXPRESS GUIDELINE PROJECTS THAT QUALIFY FOR REVIEW**

The purpose of the Plan Express section is to allow for faster permitting of smaller, less complicated new and remodel construction projects. Therefore, only certain types of projects can be accepted, and in limited quantities. An additional fee is charged for the Express service, and plans accepted in Plan Express must qualify based upon the list below.

To further qualify, the plans accepted in the Plan Express section shall be "complete" for review. In the preliminary review by the Plan Express supervisor, a determination is made as to whether the plans are ready to be reviewed by all divisions required to review them for approval. In other words, incomplete plans shall not be accepted, and individual division reviews shall not be "bypassed". The supervisor reserves discretion to disqualify plans that cannot be reviewed by a structural plan analyst in a half day.

*Projects qualifying for Plan Express review are as follows:*

### **New Buildings and Structures:**

1. "A" occupancies: one-story, with a total occupant load of less than 300.
2. "B" occupancies: one and two-story, new construction in non-rated buildings only.
3. "E" occupancies: one-story, daycares only.
4. "F1" and "F2" occupancies: one and two-story, not containing hazardous materials in excess of maximum-allowable quantities (categorized as "H" occupancies\*).
5. "M" occupancies: one and two-story, up to 15,000 square feet, except malls.
6. Shell buildings for future "M" occupancies: one and two-story, except malls.
7. "R1" occupancies: one and two-story, having 20 or fewer sleeping units per building, and only one building per submittal.
8. "R2" occupancies: one and two-story, having 16 or fewer dwelling units per building, and only one building per submittal.
9. "S1" and "S2" occupancies (except aircraft hangars): one and two-story, not containing hazardous materials in excess of maximum-allowable quantities (categorized as "H" occupancies\*).
10. "U" occupancies: all buildings or structures for commercial use only.

### **Remodels and Build-outs:**

1. "A" occupancies: one-story, with a total occupant load of less than 300.
2. "B" occupancies: one and two-story.
3. "E" occupancies: one-story, daycares only.
4. "F1" and "F2" occupancies: one and two-story, only in areas not containing hazardous materials.
5. "M" occupancies: one and two-story, up to 15,000 square feet, except malls.
6. "R1" occupancies, limit two floors per submittal.
7. "R2" occupancies, limit two dwelling units per submittal.
8. "S1" and "S2" occupancies (except aircraft hangars): one and two-story, only in areas not containing hazardous materials.
9. "U" occupancies for commercial use only.
10. "H" and "I" occupancies: remodels of office and administrative areas only.

### **Changes of Occupancy/Use:**

Changes of Occupancy or use shall be considered as New Buildings per the building code, and shall follow the guidelines as listed above under New Buildings and Structures.

\* If in the preview process the supervisor becomes aware of any indication that hazardous materials may be present, additional information may be requested to verify types and quantities of such materials. This may be necessary in order to make a final determination of whether the project qualifies for Plan Express.